

## OFFICER PROMOTIONS

Word from the Section Head  
(USMC)

This page is intended to provide basic information for all officers to consider who are currently or will become eligible for a statutory selection board.

### Know the information:

It's important to carefully review all of the following:

Current Copy of Officer Promotion Manual: Review this to ensure you are up-to-date on the latest procedures and regulations concerning Officer Promotions.

Officer Promotion Board Schedule Message: Although the convening dates for boards are usually constant from year to year, there are no guarantees. Don't miss your board because you assumed it was going to be held the same time as last year.

Convening Message: This message formally announces the convening of the board, along with the zones. It is released approximately 30 days prior to the board. This message will contain specific guidance about the board, so it's important to read the entire message.

### Get a copy of your OMPF and MBS within 12 months of the board:

It's important to review your OMPF and MBS early enough that you have time to correct any problems that you discover. In some cases, the RS or RO from years ago need to be located to get a copy of a missing fitness report. Current instructions on how to order your OMPF and MBS can be obtained at <https://www.mmsb.usmc.mil>. Problems with the MMSB web site can be resolved at DSN: 278-3909 or Comm (703) 784-3909.

### Review both the OMPF and MBS:

Realize that the OMPF and MBS are two separate documents and are not linked. It is possible for a fitness report to be listed on the MBS but, not be in the OMPF, and vice versa. Carefully review both for accuracy.

### What to look for in the MBS:

Only the New-Style MBS header information is being updated. Old MBS's were archived and will not necessarily reflect your correct current information.

Is the header information correct? (Name, DOR, etc...)

Does the Special Information Block correctly reflect your current billet? Board members like to see where you are right now (not just HQSVEN but the S-3, etc...). If missing, your S-1 can correct it or you can communicate it to the board.

Is the Civilian Education correct? Does the matching diploma appear in the OMPF? Corrections to the MBS are made via unit diary - see your S-1.

Are the Awards correct? Do the awards and their citations appear in the OMPF? Corrections to the MBS are made via unit diary - see your S-1.

Do you hold a joint or acquisition additional MOS? (9957 / 8 / 9) Is it listed on your MBS?

Are all your fitness reports as an Officer correctly listed? (although any fitness reports you might have received while enlisted are still in your OMPF, they are omitted from the MBS) Are the dates, occasions, and markings correctly listed?

**What to look for in the OMPF:**

Are all fitness reports present (back to when you were a Sgt, 2nd Lt, or WL) and readable? If not, contact MMB to correct the OMPF and send a copy directly to the board as a precaution.

Back pages of the old fitness reports that reflect rankings are important -- make sure you can read them

Are your awards and schools documented in your "C" fiche? A copy of your award, school certificate, MCI, etc... should be in your OMPF.

**Communicate with the board:**

Communicate with the board via letter on anything you think is important. If it is not on your MBS or in your OMPF, then the board DOES NOT HAVE VISIBILITY TO IT! The MCI you finished last week, you are in the Exceptional Member Family Program just PCS'd to be the MEU OPSO, etc... will not be visible to the board. This is the best way to communicate information that you feel is important directly to the board.

Written communication must come directly from the eligible officer, must have a signed cover letter from the eligible officer, and must arrive no later than 1700 the day the board convenes.

**Send a photo:**

Send a photo. If you don't send a photo, the board could get one of two impressions: you don't care enough about being selected to send one, or that you are trying to hide something. If you are unable for some reason to send a photo, communicate to the board as to why not.

**Review our Website before calling:**

The Officer Promotion Section goes to great lengths to keep our Website as current as possible. Check to see if the answer to your question is already available. Spread the word about the site, and send recommendations for improvements.